



CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA) CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA)	RELEASE DATE:	Tuesday, August 10, 2010
POSITION TITLE:	Deputy Director, Allied Health Services (Pending SPB and DPA Approval)	FINAL FILING DATE:	Tuesday, August 24, 2010
CEA LEVEL:	CEA 3	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 8,594.00 - \$ 9,476.00 / Month	BULLETIN ID:	08102010_1

POSITION DESCRIPTION

Under the administrative direction of the Director, Allied Health Services, the Deputy Director, Allied Health Services, manages and directs policy and cross program integration and development on a wide range of ancillary services including Health Information Management, Dietary, Rehabilitative and Bio-medical. The Deputy Director provides innovative program development and administration, management, formulation of policy and protocols, guidance, consultation, oversight, interpretation of administrative standards, laws, rules, and regulations, and responds to questions for the Office of the Receiver.

Duties include, but are not limited to:

Ensures cross program coordination of policy formulation, consultation, technical assistance and guidance for Dietary, Pharmacy, Laboratory, Respiratory, Health Information Management, Bio-medical and Rehabilitative services to ensure that practices comply with appropriate standards to deliver evidence-based, patient-centered care and compliance with safety and environmental standards.

Ensures policy and related protocols are met for the coordination of construction, activation and facility improvement and accreditation through National Commission of Correctional Health Care (NCCHC); act as key advisor and facilitator associated with the licensing and certification of clinical laboratories; develop and formulate policy for the credentialing of the Pharmacy Technician classification to ensure education and licensing requirements are met.

Provides executive management, formulation of policy, consultation, technical assistance and guidance on formulating and monitoring operational and capital budgets; negotiate and manage contracts with vendors in the field to ensure policies and protocols are met for all adult institutions and resolve disputes with vendors.

Develops and fosters collaboration with medical staff, nursing and other clinical departments, and custody staff to ensure a cross program integration and coordinated approach to providing services

and resolution of complaints and problems.

Ensures collaborative relations and program integration across all Allied Health Services programs. Establishes and maintains cooperative working relationships between Allied Health Services and its client agencies, the legislature, representatives of the administration, California Department of Corrections and Rehabilitation, Office of the Inspector General, and executive management; represents the Director of Allied Health Services at meetings and functions where policy decisions are required.

Identifies and establishes best practices on new and improved technologies, policies, and procedures designed to reduce cost and increase the level of service to client agencies and internal customers.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and

practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

Knowledge of the California Prison Health Care Services' organization, goals, functions and policies; and an understanding of State administrative, legislative and budgetary procedures, and current management trends, including customer service, business organization and operations, and project management.

Knowledge and experience in contract and budget activities and a demonstrated understanding of organizational and health care system performance measures.

Familiarity with federal and state regulations that apply to and impact the work of the California Prison Health Care Services and with the Department's mission, goals, programs, and policies.

Demonstrated ability to supervise a multi-disciplinary professional staff, participate in public forums, and represent Allied Health Services and California Prison Health Care Services in a consulting and coordinating capacity with other departmental functional areas statewide.

Demonstrated ability to develop and implement organizational improvements or innovations.

Demonstrated ability to effectively apply logic and creativity in decision-making processes and successfully apply motivational and negotiating skills.

Strong leadership skills and demonstrated ability to think strategically and function effectively as a

member of a top management team.

Excellent oral and written communication skills.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Director, Allied Health Services (Pending SPB and DPA Approval)**, with the **CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA)**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA), Selection Services
P.O. Box 4038, Suite 350, Sacramento, CA 95812-4038
Xiong Her | (916) 445-1414 | Xiong.Her@cdcr.ca.gov

ADDITIONAL INFORMATION

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to CPHCS Human Resources, located at 501 J Street, Suite 350, Sacramento, CA.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA) reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which

this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>